

Check Early, Check Often: Safe Schools Data Validation

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Don't WAIT until the end of the year!

- At the beginning of the school year review your local district resolution and event codes to ensure reporting set up is accurate
- Reviewing safety data on a regular basis will not only assist with end of year reporting but will give schools the information they need to inform the effectiveness of school climate and culture.
- Run reports on a monthly basis
- Review the errors and warnings that are displayed when running the Safe Schools extract
- Complete the same procedures that you have to complete over the summer for School Report Card validation on a regular basis

Map Local Behavior Event Types

PATH: Behavior | Admin | Event Types

- All local behavior event types should be mapped to Law Violation or Board Violation
- Drug, Alcohol, Tobacco event types should have classification of Drug selected
- Weapon event types should have a classification of Weapon selected
- Bullying, Harassment event types should have classification of Harassment selected
- Remember to select ALL Schools in the IC toolbar

School Calendar

Behavior Event Type Detail

School District Wide ☒ Available In Referral

Code *Name

*Alignment *Start Date End Date

Category *State Event Code (Mapping) *Classification

Map Local Behavior Resolution Types

PATH: Behavior | Admin | Resolution Types

- Take a few minutes at the beginning of each year to ensure your local behavior resolution types are mapped properly to state codes.
- Any local behavior resolution type that meets the definition of any state resolution code should be mapped to such
- In-School Removal definition is any resolution in which student is removed from regular educational setting during instructional time
 - Examples: Alternative Placement, Office Time Out, In School Removal, etc...
- Remember to select ALL Schools in the IC toolbar

The screenshot shows the 'Behavior Resolution Type Detail' form. The 'School' dropdown is set to 'District Wide'. The 'Code' field contains 'ALT'. The '*Name' field contains 'Alternative Placement'. The '*Start Date' is set to '02/14/1960'. The 'End Date' field is empty. The 'Category' dropdown is set to 'Major'. The 'State Resolution Code (Mapping)' dropdown is set to 'In-School Removal', which is highlighted with a red box. The 'Calculate End Date/Duration' checkbox is unchecked.

Behavior Resolution Type Detail	
School	District Wide
Code	ALT
*Name	Alternative Placement
*Start Date	02/14/1960
End Date	
*Alignment	Discipline
Category	Major
State Resolution Code (Mapping)	In-School Removal
Calculate End Date/Duration	<input type="checkbox"/>

Run Safe Schools Error/Warning Report on a Regular Basis

PATH: KY State Reporting | Safe Schools Report

- Instruct administrator at each school to run the Safe Schools Report monthly and review any errors/warnings received for their school
 - ERo1: State Resolutions without a start/end date and/or time
 - ERo2: State Resolutions in which event does not have a law or board violation selected
 - ERo3: Event w/o a participant selected
 - ERo4: Incident Date outside of district enrollment
 - WAo1: Suspension/Attendance Dates and/or Times inconsistent
 - WAo2: Behavior resolution date is not within enrollment
 - WAo4: Overlapping state resolutions

Analyze your data on a regular basis

- Use the report sections to help break your data down by category:
 - SS1: Assault or Violence – this will give you the data that will be publically reported on School Report Card as Behavior Events Assault, 1st Degree and Other Assault or Violence
 - SS2: Possession of Guns or Deadly Weapons - this will give you the data that will be publically reported on School Report Card as Behavior Events for Weapons
 - SS3: Possession/use or Distribution of a Controlled Substance - this will give you the data that will be publically reported on School Report Card as Behavior Events for Drugs, Tobacco and Alcohol
 - SS4: Bullying or Harassment - this will give you the data that will be publically reported on School Report Card as Behavior Events for Bullying and Harassment
 - SS5: State Resolutions not reported in SS1-SS4 - this will give you the data that will be publically reported on School Report Card as Behavior Events with a state resolution that do not have a law or board violation meeting the criteria in the other sub reports.

Resources

- Utilize the School Report Card Filter Instructions to filter and verify behavior events that meet safe schools criteria
 - The filter instructions are located on KDE's website
 - <http://education.ky.gov/school/sdfs/Documents/SRC%20Filter%20Instructions.pdf>
- Review the Behavior Data Standards on a regular basis and share with appropriate staff in your district responsible for data entry of behavior events
 - <http://education.ky.gov/districts/tech/sis/Documents/DataStandard-Behavior.pdf>

Physical Restraint and Seclusion

- **KDE Protocols for Quarterly Data Review**
 - Analyzing data to assist districts/schools identify best practices
- **State Resolution Code Errors**
 - SSP 7 and SSP 8 **MUST** be entered if there has been an incident of R&S
 - KDE Reports Ad Hoc → **Behavior Response w/o Resolution**
 - Multiple Resolution Codes may be entered
- **Training for Data Entry Staff**
 - Having data entry staff participate in training with Core Team is one way to ensure clarity of reporting.
- **Help Us Help You!**